

# Wittenberg Lutheran Preschool Program

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2021 - 2022 Parent Handbook

Policies, Regulations & Fee List

**Wittenberg Lutheran Preschool Program**  
**233 North Lee Street**  
**Batesburg-Leesville, SC 29070**

**Parent Handbook**  
**Policies and Regulations**

**Philosophy:** Teach the child in the way he should go, and when he is old he will never part from it. Proverbs 22:6

**Introduction:** The purpose of Wittenberg Lutheran Preschool Program (WLPP) is to provide care for children in an environment conducive to meeting the children's needs for healthy, physical, social, emotional, intellectual, and spiritual development.

The preschool is a ministry of Wittenberg Lutheran Church and is supervised by the Preschool Committee who are church members that meet once a month to further assure the growth and well-being of WLPP. The Preschool Committee volunteer their time to prepare budgets and recommend policies for the congregation. The Committee will review, support, and assist the WLPP Director with pending business matters.

**Mission Statement:** "Provide an environment that encourages the growth and development of children through positive role models and knowledge of Jesus Christ."

**Curriculum:** Each child will participate daily in periods of group activities, individual play, outdoor play, and quiet times. The curriculum that we will use as a guide for daily lessons is based around weekly themes that include letters, numbers, shapes, etc. All activities are developmentally appropriate and meet each child's physical, emotional, social, spiritual, and cognitive needs.

**Enrollment/Registration:** Enrollment for preschool is open to children ages 2 1/2 to 5. Enrollment for afterschool is open to children in grades K4-5th. Enrollment will be granted without discrimination in regard to sex, race, color, religion, or beliefs. For all day Preschool a completed registration application, current immunization certificate, and a non-refundable registration fee of \$150.00 must be submitted prior to or at the time of enrollment in the program. For 1/2 day Preschool and Afterschool Program a completed registration application, current immunization certificate, and a non-refundable registration fee of \$50.00 must be submitted prior to or at the time of enrollment in the program.

DSS requires all child information to be updated yearly. This will be done the first of every school year. It is the responsibility of the parent to notify the Director in writing of any changes regarding the family during the school year.

**Waiting List** : Applicants who wish to have their name placed on the WLPP waiting list must submit a completed registration application form. No registration fee is required at this time. Admission will be granted on the basis of availability. Parents/Guardians will be notified by phone when a space becomes available. Enrollment must begin within 1 week, or the space will be forfeited and your child's name will be removed from the waiting list.

**Hours**: Full Day (Monday-Friday) 7:00 a.m. - 6:00 p.m. year round. 1/2 Day 7:00 a.m.-1:00 p.m. year round.

After-school program (Monday-Friday) 2:30 p.m. - 6:00 p.m. August - May and 7am - 6pm June, July, August.

**Holiday Schedule**: WLPP will be closed for the following holidays:

New Year's Eve and New Year's Day, Good Friday and Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the Friday after, Christmas Eve, Christmas Day and Day after Christmas.

Note: If the holiday falls on a Saturday, WLPP will be closed the Friday before. If the holiday falls on a Sunday, WLPP will be closed the Monday after.

Other holidays determined by the Board will be announced at least two weeks in advance.

**Full Day Preschool Tuition and Fees**: Full day weekly tuition is \$140.00 (\$125.00 for 2<sup>nd</sup> child). Weekly tuition is payable by check or money order by 6:00 p.m. on Tuesday. There will be a \$20.00 charge for weekly fees not paid by 6:00 p.m. on Tuesdays; this fee accumulates weekly. If you are two weeks behind, you will be asked to pay all fees before your child can return to WLPP. A \$150.00 non-refundable Registration Fee is due upon enrollment. A \$40.00 Materials Fee will be due on the first day of school in August and the first day of school in January. Anyone who enrolls after these dates, the Materials Fee will be prorated. A deposit equal to two weeks tuition is required up front. The \$280.00 (\$250.00 for 2<sup>nd</sup> child) deposit will be applied towards the final 2 weeks of tuition if a two week notice is given in writing.

The deposit is non-refundable. The Director will discuss ways in which you may spread this payment over eight-ten weeks. A registration fee of \$150 will be charged to hold a student's spot for fall enrollment if they do not attend during the summer.

**Half Day Preschool Tuition and Fees:** Half day weekly tuition is \$105.00 (\$90.00 for 2<sup>nd</sup> child). Weekly tuition is payable by check or money order by 6:00 p.m. on Tuesday. There will be a \$20.00 charge for weekly fees not paid by 6:00 p.m. on Tuesdays; this fee accumulates weekly. If you are two weeks behind, you will be asked to pay all fees before your child can return to WLPP. A \$50.00 non-refundable Registration Fee is due upon enrollment. A \$20.00 Materials Fee will be due on the first day of school in August and the first day of school in January. Anyone who enrolls after these dates, the Materials Fee will be prorated. A deposit equal to two weeks tuition is required up front. The \$210.00 (\$180.00 for 2<sup>nd</sup> child) deposit will be applied towards the final 2 weeks of tuition if a two week notice is given in writing. The deposit is non-refundable. The Director will discuss ways in which you may spread this payment over eight-ten weeks.

**Afterschool program:** Weekly tuition is \$65.00 (\$55.00 for 2<sup>nd</sup> child). Weekly tuition is due by 6:00 p.m. on Tuesday. There will be a \$20.00 charge for weekly fees not paid by 6:00 p.m. on Tuesdays; this fee accumulates weekly. If you are two weeks behind, you will be asked to pay all fees before your child can return to WLPP. A \$50.00 non-refundable Registration Fee is due upon enrollment. A \$20.00 Materials Fee will be due on the first day of school in August and the first day of school in January. Anyone who enrolls after these dates, the Materials Fee will be prorated. A deposit equal to two weeks tuition is required up front. The \$130.00 (\$110.00 for 2<sup>nd</sup> child) deposit will be applied towards the final 2 weeks of tuition if a two week notice is given in writing. The deposit is non-refundable. The Director will discuss ways in which you may spread this payment over eight-ten weeks. If your child is here all day during a school shut down day, an extra fee of \$15 is due with the weekly tuition. Summer tuition for After School Students is the same as the Preschool Fees listed above. A registration fee of \$50 will be charged to hold a student's spot for fall enrollment if they do not attend during the summer.

**Check Policy:** Check or money orders will be accepted. **There will be a \$25.00 fee for a returned check.** If more than two checks are returned due to insufficient funds, we will no longer accept a check. You will have to pay by money order. **Cash is not kept on the premises.**

**Withdrawal from WLPP:** A two week notice must be given in writing for withdrawing a child from WLPP, for you to be able to use your 2 week deposit. If you decide for your

child/children to no longer be enrolled at WLPP, and do not give at least a two week written notice, all monies are non-refundable.

**Attendance/Absences:** A phone call or text message or email to the Director/Teacher would be very much appreciated when your child is ill or will be absent or late on a particular day. The staff will be concerned if he or she is not present. There will be no deduction in tuition for any absences, inclement weather, or holidays, unless furthered discussed by the Preschool Committee/director.

**Arrival/Departure:** The designated pick up and drop off area is on the right side of the church. Children must be escorted into the building, taken to their classroom, and signed in. The sign in/out sheets will be located on the table by the door. Daily sign in/out sheets must be filled in every day. This is to ensure the safety of all children.

**Late Pick Up Fee:** \$25.00 from 6:01 p.m. - 6:05 p.m. and \$1.00 for each minute thereafter. The parent will receive an up-to-date invoice for the Late Pickup Fee and will be required to pay this fee immediately. **Repeated (3 or more) late pick-ups will be reviewed by the Preschool Committee and may result in the child being dismissed from WLPP.**

**Child Left at WLPP after 6:00 p.m. :** If a child is at WLPP after 6:05 p.m., the Director or staff member in charge will attempt to reach a parent, legal guardian, or anyone on the emergency contact list. If the child is not picked up by anyone on the emergency contact list by 6:45 p.m., the Batesburg-Leesville Police Department will be called by the staff member in charge. The Director/Teacher or staff member will fill out the report for

**Abandonment of a Child.** The staff member will keep a copy of the report for the parents and WLPP. The staff member will tape a copy of the report to the outside of the WLPP entrance door with a phone number for you to locate your child. The staff member will go home after the Police have your child.

**Release of Children:** For your child's safety, we will **ONLY** release a child to people whose names appear on your registration form and who have become known to the WLPP staff. If it is the first time your child is being picked up by someone other than a parent, he or she will have to show a driver's license or a picture ID. **Remember: Parents/Guardians need to give prior notice to your child's Director/Teacher for your child to be released to anyone other than the parents.** If you wish to change your child's transportation pickup, you or the person calling,

will need to have the family code word located on your registration paper, in order to make changes.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parents or persons authorized by the parents fail to pick-up a child at the child's scheduled time, the school shall ensure that:

1. The child is supervised at all times
2. Staff members attempt to contact the parents and persons authorized by the parents
3. An hour after closing time, and provided that other arrangements for releasing the child to his/her parents or persons authorized by his/her parents, have failed and the staff members cannot continue to supervise the child at the center, the staff member shall call the Batesburg Leesville Police Department 803-532-4408 to seek assistance in caring for the child until the parents or persons authorized by the child's parents is able to pick-up the child.

If the person picks up the child appears to physically and /or emotionally impair to the extent that, in the judgment of the director and /or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternative person authorized by the parents; and
3. If the center is unable to make alternative arrangements, a staff member shall call the Batesburg Leesville Police Department 803-532-4408 to seek assistance in caring for the child.

**Open Door Policy:** Parents are welcome to visit at any time. We ask that you please check in with the Director/ teacher prior to entering the classroom. There are many planned activities throughout the year and your help is always appreciated!!

**Communication:** Communication between home and preschool is extremely important in order to ensure the success of your child. Parents are asked to check their child's ClassDojo account online for information on their child. Each month a newsletter is sent home with each child. This newsletter may include items such as school events, policy reminders, changes in

procedures, and the skills the children will be working on for the week. Please feel free to discuss any concerns you have with the Director/Teacher/Staff.

If you would like to have a conference with the Director/Teacher/Staff, do not hesitate to request an appointment. We ask that you try to have the conference during regular working hours. All conferences will be confidential.

**Confidentiality:** All of your child's personal information is kept in a file in a locked filing cabinet. Any information no longer needed by WLPP will be shredded by the Director/Teacher. The only persons permitted to see the children's records are the parents/legal guardians, childcare Director/Teacher, and childcare staff. DSS will have access to files if needed.

**Tracking Children:** WLPP wants to make sure all students are accounted for at all times. To help ensure health and safety of all the students at WLPP, the staff maintains a tracking sheet on each child throughout the day. The staff keeps track of when the students enter and exit the building and move to a new destination around the center.

**Field Trips/Transportation:** WLPP does not transport preschool students or go on Field Trips without authorization from the parents.

**Immunizations/Illness/Medication:** Each child must have an up-to-date immunization record. DHEC allows 30 days to update your child's immunization form 1148 after it has expired. You will receive a Need to Update Immunizations notice at the beginning of the month the record needs to be updated. It is the parent's responsibility to furnish a copy of this form after shots are given. Your child will not be able to return to preschool until the Director receives a current immunization form. The parent needs to make his or her child a yearly wellness checkup.

If your child is under a physician's care, prescribed medication will be administered following instructions written by the parent and signed each day. WLPP will not administer any type of medication without prior written approval from the parent. Medications must be brought in the original container with the child's name clearly labeled. Over the counter medication will NOT be administered at WLPP unless accompanied by a physician's note. **We will not administer any medication that has expired.**

**DSS Regulations:** If a child has a temperature of 100 degrees or more, the parents will be notified to pick up their child as soon as possible. Parents will also be requested to pick up their child if he/she has one to two loose BM's or is vomiting. Your child is required to stay out for 24 hours after the fever has subsided, following the loose BM's, and the vomiting incident without any medication.

**\*\*There may be other times that upon displaying symptoms, a parent will be notified to pick up their child from WLPP. Parents are required to keep up-to-date phone numbers at WLPP. Parents should be prepared to pick up their child within 30 to 45 minutes after being called.\*\***

Unless a doctor's statement is provided, children must be free of fever and symptoms of the illness for 24 hours before returning to preschool. Do not give Tylenol or other medications to mask the symptoms before bringing your child to preschool.

**WLPP will not give your child any non-prescribed medications such as cold medicines or pain relievers without a doctor's authorization for the medication. Non-prescribed medications can only be given to a child according to weight or age listed on the medication. This rule is strictly enforced to ensure the health and welfare of all children.**

**To help a parent decide if a child should come to preschool, please review the following:**

- Any contagious sickness has to have a doctor's note for the child to return to WLPP. This will be strictly enforced.
- Has a cold past the contagious stage (coughing, sneezing, and hard to breathe or catch breath).
- Colored discharge from the nose.
- Sore throat or swollen neck glands.
- Undiagnosed rash or skin eruptions.
- Eyes appear red and have a discharge (pink eye out for 24 hours after starting eye drops).
- Earache.
- Head lice or nits (out for 24 hours after treatment).
- DSS requires 24 hours free of fever of 100 degrees or more, vomiting, and upset stomach.

## Emergency and Disaster Preparedness:

All information regarding WLPP Emergency Plan is reviewed by the Director/Teacher with each staff member before beginning work in the preschool.

- **Emergency Closings:** WLPP will follow Lexington School District Three's plan for emergency closings due to bad weather. The Director/Teacher will notify all parents by phone if there are any changes with normal preschool day(s)/time(s). The Director/Teacher/Staff make every effort to open on time, but the safety of the staff comes first.
- **Tornado and Tornado Drills:** When there is threatening weather, the staff will take all the children to the basement of the church where there are no windows. The children will face the wall, with their head between their knees to shield and protect their faces from flying debris.
- **Evacuation of Building:** If for any reason we have to evacuate the building, the staff will take the children to the Parsonage yard next door to the church. The staff will take the emergency folders with them in order to be able to call parents.
- **Power Outage:** The following questions will affect whether or not the facility must close due to power failure: Can the classroom be kept at a reasonable temperature (between 60 and 80 degrees)? Does the fire alarm still work? Are all conditions safe for children and staff? If the preschool cannot answer yes to the above, then the preschool will close and all parents will be called.
- **Water Outage:** We only have city water. We will call the City of Batesburg-Leesville and see if the water will be turned back on within one hour. If the water is not back on within one hour, we will have to close the preschool and all parents will be notified. We cannot operate without water.
- **Phone Outage:** WLPP phone system is connected with the church phones. If we cannot get the phone back in working order within two hours, we will close the preschool and all parents will be notified.
- **Disease Outbreak:** Any illness classified as "reportable" by DHEC will be reported to the Health Department. WLPP will follow the recommendations of the governing agency for clean-up, possible closure and reopening. Any non-reportable, but contagious illnesses will be posted on the inside of your child's classroom for the parent's reference.

- **Steps to Handle Lost or Missing Child:** If the child is missing, the church will be searched for the child. If the child is not located, the Director/Teacher/Staff will immediately contact the parents/guardians. Then the local authorities will be called and the child reported missing.
- **Accidents:** A first aid kit will be kept at the preschool to treat minor cuts and abrasions. At least one staff member who is First Aid and CPR certified will be at the facility at all times. First aid and CPR will be given if necessary. However, in the event of a serious accident or injury, every effort will be made to contact the parents or emergency contact immediately. If the parents cannot be contacted, the staff will call 911 immediately for medical services. If necessary, the child will be transported by ambulance to Lexington Medical Center. The Director, Teacher, or a staff member will stay with your child until a parent or legal guardian is present. All emergency file information on the child will be taken to the hospital with the Director, Teacher or staff member. Accident reports will be given to the parents when injury occurs as soon as possible. **WE DO NOT MOVE AN INJURED CHILD.**

**Bathroom Accidents:** If your child is in the 3-1/2-year-old class and up and soils their clothing by using the bathroom in their clothes, you will be charged an additional \$25 fee per incident, along with your weekly tuition fee, for our staff to clean and change them each time. You will have the option to come clean them yourself within 15 minutes of your first notification of the problem. After three incidents in one day, you will have to pick them up. We are limited on staff members and each time these problems arise; the teacher is taken away from the rest of the class to take care of the situation.

**Clothing:** All clothes and any other articles brought to the preschool must be labeled with the child's full name on each item. Please send one complete change of clothing to be left in your child's cubby for emergencies. Please label all the clothing with your child's name and place into a plastic storage bag with the child's full name on the front of the bag. We expect to do a good bit of painting and messy projects, so we suggest clothing that can be washed easily. This way your child can enjoy the program without being concerned about his/her clothes. The Director/Teacher/Staff are not responsible for lost or damaged articles.

**Outdoor Play:** Our playground is used as an extension of our classroom, and daily programs are conducted outside whenever weather permits. Children will not be permitted to go outside if the temperature is below 35-40 degrees or the heat index is above 90 degrees. In order for

your child to enjoy participation in the program, please have him/her dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for daily outdoor playtime. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. **Children too sick to go outside should not be at preschool.** During the spring and summer months WLPP request that every child bring a water bottle that can be cleaned and re-filled daily, bug spray, and sunscreen to use during outdoor playtime.

**Nap/Rest/Quiet Time:** WLPP will provide a nap/rest/quiet time on a daily basis for children. Your child does not have to sleep, but will be expected to rest quietly and not disturb other children. You may want to bring a small blanket, pillow, stuffed animal, or fitted crib sheet for your child to rest with. All articles will be placed in an oversized Ziploc bag and labeled with your child's full name. Oversized Ziploc bag and a napping cot will be provided by WLPP. All articles will be sent home every Friday for laundering. Please return them every Monday. Afterschool students are not required to take a nap, they will be involved in other activities during this time.

**Toys:** PARENTS SHOULD NOT ALLOW CHILDREN TO BRING TOYS, MONEY, VIDEO GAMES, OR OTHER ITEMS TO PRESCHOOL/AFTERSCHOOL EXCEPT ON SPECIAL DAYS SUCH AS SHOW AND TELL DAYS UNLESS IT HAS BEEN APPROVED FIRST BY DIRECTOR/TEACHER/STAFF.

**Lunch and Snacks:** Parents are responsible for preparing lunch for their child, including beverage. We are not equipped to provide lunch to the children. If we determine that your child does not have a lunch, we will contact the parents to bring one to preschool. We do not cook or heat up lunches. A refrigerator is available for keeping food and drinks cold. No items can be left over a 24 hour period in the refrigerator and will be thrown away after that time. No glass items are allowed. A morning and afternoon snack will be provided by WLPP. Your child should be fed breakfast before arriving at preschool.

**Allergies:** It is very important that parents inform the Director/Teacher/Staff of all food allergies your child has or develops during the year. This information is crucial as we plan themes with food cooking and/or tasting days as well as seasonal and birthday parties.

**Birthdays:** Birthdays are a special time and we like to celebrate them by holding birthday parties for each child. We are flexible in our birthday policy. You are welcome to bring a special snack for your child to share at preschool. You are welcome to join your child during his/her birthday party. If you choose to send party bags to preschool, please make sure there is one for every child. We only ask you to make prior arrangements with the Director/Teacher/Staff for parties and goodies on that day.

**Privacy Act at WLPP:** WLPP will not release any information to anyone outside the immediate family. All children files are kept in a locked filing cabinet.

**Behavioral Expectations and Discipline:** WLPP is a Christian facility that believes that children should be taught and expected to behave appropriately towards their parents, teachers, and other adults in their environment, as well as other children.

**“Do not provoke your child to anger, but bring them up in discipline and instruction of the Lord.” (Ephesians 6:4)**

Discipline is defined as “training that will correct, mold, or perfect the mental facilities or moral character” (Webster). Discipline is used to shape a child’s behavior and is a process that requires time and patience. Our discipline strategies include re-direction, timeout, privilege reduction, or removal from the classroom to visit with the Director/Teacher/Staff. No form of physical punishment will be allowed on the premises of WLPP. The Classroom Rules will be reviewed by the Director/Teacher/Staff with the children. Children will be given an opportunity to correct inappropriate or disruptive behaviors. The Director/Teacher/Staff will first issue a reminder of the rules to the entire class. If a similar incident occurs, a verbal warning will be given to the child. Upon the next incident of disruptive behavior, a consequence is given. If the behavior persists, the student will make a visit to the Director’s/Teacher’s office. Parents will be told of the visit, if deemed necessary, by the Director/Teacher. Notification is usually done to help reinforce the behavioral expectations and not to re-discipline the child. If timeout is used, the child will be placed in the “Thinking Chair/Bench”. The “Thinking Chair/Bench” is a structured inside/outside quiet place for the child to sit. The child will sit in the “Thinking Chair/Bench” for one minute per age. Example: If the child is three years old, they will sit in the “Thinking Chair/Bench” for 3 minutes. Interaction and communication occurs only after several minutes of no fun. The “Thinking Chair/Bench” allows the child to think about and then discuss with the Director/Teacher/Staff the behaviors that necessitated the visit.

It helps the child with problem solving and coping skills, talking about behavior, consequences, and outcomes of his/her actions. Conferences can be arranged during preschool hours to discuss any concerns. We hope to keep discipline interventions to a minimum by providing an environment that is fun, engaging, and has a well-balanced schedule throughout the day. If you have any questions, please feel free to ask.

The basic rules are:

- Listen and follow directions
- Use walking feet
- Use inside voices
- Keep hands, feet, and other objects to yourself
- Be kind and respectful to others and materials

**We also teach the "Golden Rule" as our most important rule. Matthew 7:12 and Luke 6:31 say: "In everything, do to others what you would have them do to you."**

Children who attend WLPP are expected to follow rules, obey staff without argument, and speak to the staff with respect. Children are also expected to treat other children with respect. Children are expected to show respect for the property of the ministry areas and playground. Parents are expected to support the behavior expectations of the ministry by working with the Director/Teacher/Staff in solving problem behaviors in a respectful and kind manner. The Director may refuse care to any child whose parents do not treat the staff with respect and who do not support the behavior expectations of the ministry.

**Chapel Time:** WLPP is non-denominational. However, we hope to teach by example and through our activities the concepts of sharing, loving, and caring. The daily routine will include prayer and devotions or Bible study. Wittenberg Lutheran Church pastor will meet with the children at least once a week and have chapel time.

## **Termination of Services May Occur for the Following Reasons:**

- Failure to abide by the preschool's policies.
- Continued failure to pick up child by regular closing hours.
- Parent's uncooperativeness with Director/Teacher/Staff.
- Tuition is not paid in a timely manner as outlined previously.
- Inappropriate behavior by a child that inflicts bodily harm upon himself or others (examples: excessive biting of other children or hurting another child intentionally).

Parents of children who engage in the above activities will be given two (2) written warnings to be signed by the parent or the Director will have two (2) verbal conferences about your child's behavior. If the incident occurs a third time, depending on the severity of the situation, you may be asked to remove your child from WLPP.

**Liability Insurance:** Church Mutual Insurance Company provides general liability insurance for operations at Wittenberg Lutheran Church including the preschool.

**Provisional Employment:** WLPP will follow South Carolina Code of Law's under Section 63-13-45 for all provisional employment.

**Criminal Background Checks/CPR and First Aid Certified:** All staff members of WLPP are required to have criminal background checks before starting to work. At least one staff member will be at the preschool at all times who is certified in CPR and First Aid.

**Final Thoughts:** When you enroll your child at Wittenberg Lutheran Preschool Program, we as a staff, assume responsibility of giving assistance with your child's unique needs. We will love and respect your child and help him/her grow spiritually, emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at preschool, and present a planned program to provide a beneficial and educational experience. Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral and spiritual values. Children enrich our lives and we hold them as one of our greatest blessings. Thank you for choosing our program!

**Matthew 19:14:** "Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.' "



Please return this sheet to the Director or a staff member before your child's first day of preschool.

**AGREEMENT:**

I am registering \_\_\_\_\_ (name of child) for preschool at Wittenberg Lutheran Preschool Program. I have read and understand the WLPP Parent Handbook and agree to the terms stated.

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Staff/Parent/Guardian Signature and Date